



## PEASEDOWN ST JOHN PARISH COUNCIL

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21<sup>st</sup> April 2021

### To Councillors:

Jo Davis (Vice-Chair); Andrew Fraser; Gavin Heathcote; Simon Kidd; Andrew Larcombe (Chair); Conor Ogilvie-Davidson

You are hereby summoned to attend a remote meeting of the Finance & Amenities Committee of Peasedown St John Parish Council via MS Teams on **Tuesday 27<sup>th</sup> April 2021 at 7.00pm** for the purpose of transacting the business detailed below.

### CC Councillors:

Jonathan Rich; Kathy Thomas as ex-officio members of the Committee – Please advise, by return, if you will be attending this meeting.

Tanya West  
Parish Clerk

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## AGENDA

### Meeting of the Finance & Amenities Committee

7.00pm

**Public Session** - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda, they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason. Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

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For members of the public wishing to observe the meeting or to raise a question/speak during the public session, you may join the meeting online or via the telephone.

### Learn how to join a meeting via a computer or mobile device

To join our meeting on your computer or mobile device the hyperlink and details can be found on the home page of the Parish Council website.

Or dial into our meeting using a telephone

- Phone: +44 20 3855 5887
- Meeting Conference ID: 769 454 951#

We kindly ask that you please join the meeting 10 minutes early so then we can resolve any access issues before the meeting starts [please telephone 07583 091284 if you have problems accessing the meeting].

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Councillors are reminded that if they wish to speak this must be done through the Chair and by using the 'Raise your Hand' function.

**\*\*PLEASE ENSURE THAT YOU MUTE YOUR MICROPHONE WHEN NOT SPEAKING\*\***

Please be aware that this Parish Council meeting will be recorded, in accordance with the Openness of Local Government Bodies Regulations 2014.

**F&A134 – 27/04/2021 Attendance Roll Call and Declarations of Interest**

To action the attendance register and to receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

**Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.**

**F&A135 – 27/04/2021 Apologies for Absence**

To receive and approve, if necessary, any apologies for absence.

**F&A136 – 27/04/2021 Minutes & Actions**

- i. To consider and approve the minutes of the Finance & Amenities Committee meeting held on 5<sup>th</sup> January 2021.
- ii. To sign the minutes of the Finance & Amenities Committee meeting held on 5<sup>th</sup> January 2021.
- iii. To review updated copy of the Actions Register on Planner.

**F&A137 – 27/04/2021 Items for Urgent Report**

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

**F&A138 – 27/04/2021 Community Grants**

To consider applications for Community Grants, Village Events and Community Covid Recovery Fund for 2021/22 and make decisions and/or associated recommendations for ratification at Full Council.

To review feedback under the Terms and Conditions from the 2020/21 grant receivers.

**F&A139 – 27/04/2021 Review of Current Finances 2020/21**

To consider report on financial spend against budget for the 2020/21 financial year covering both operational and capital projects budgets. To also include review of the Balance Sheet for bank account balances, petty cash, VAT and Reserves.

**F&A140 – 27/04/2021 Review of Committed Expenditure and Ear Marked Reserves**

To review the Committed Expenditure and the Ear Marked Reserves and to consider making any recommendations to Full Council.

**F&A141 – 27/04/2021 Carrying Forward of Remaining Budget Balances**

To consider recommendations regarding the carrying forward of specific budget balances from the 2020-21 to the 2021-22 financial years.

**F&A142 – 27/04/2021 Mowing and Watering Contracts**

To receive a report on the mowing and watering contracts for Beacon Field and the Recreation Ground, to review the quotations obtained and to make associated decisions.

**F&A143 – 27/04/2021 Play Inspection Works & Play Surfaces**

To receive update on works completed to date and the next phase works scheduled to be actioned following the annual independent play inspection. Also, to receive a report on the issues identified with the various play surfaces on Beacon Field and make any associated decisions.

**F&A144 – 27/04/2021      Budget for 2021/22**

To receive an update on the operational budget figures for the 2021/22 financial year, as agreed by Full Council when setting the precept. To include an update on the 'Infrequent Operational Expenditure' budget and an update on the reallocation of budget from Staff Salaries to other amenity operational budgets in order to cover the additional contracted/project works required.

**F&A145 – 27/04/2021      Internal Audit & External Audit**

To receive update on the end of year internal and external audits for the 2020/21 financial year and to decide on any related action items.

**F&A146 – 27/04/2021      Finance & Amenities Advisory Panel**

To receive a report from the **Finance & Amenities Advisory Panel** meetings held on 9<sup>th</sup> February and 2<sup>nd</sup> March 2021 to consider their recommendations (for items not already covered on this agenda) and make any associated decisions.

**F&A147 – 27/04/2021      Braysdown Allotments Advisory Panel**

To receive a report from the **Braysdown Allotments Advisory Panel** and make any associated decisions. To include:

- i. Update on plot inspections.
- ii. Update on Accessible Allotment plots.
- iii. Agreement to take part in 'Crop Drop' again this year.
- iv. Request to include repair of gaps in the hedge bordering Colliery Lane in the replacement fencing works.
- v. Recommendation not to proceed with additional land opposite Railway Terrace due to the possibility that increased demand for allotments is only temporary.
- vi. Amendment to the allotment rules to give priority to non-plot-holders on the allotment waiting list.
- vii. Update on the proposed annual allotments BBQ for 2021.
- viii. Update on allotment break-ins and to consider suggestions for preventative measures.

**F&A148 – 27/04/2021      Football Club Liaison Advisory Panel**

To receive a report from the **Football Club Liaison Advisory Panel** and make any associated decisions or recommendations to Full Council and the Trustee. To include:

- i. Inspections of the changing rooms and improvements to facilities.
- ii. End of season pitch improvement works.
- iii. Update on fixtures for the 2020/21 season and how this will impact on potential donations from the football clubs, to cover consideration of any roll-over of remaining budget balances to compensate.
- iv. Update on the instructions/use of the changing rooms under Coronavirus regulations.

**F&A149 – 27/04/2021      Beacon Hall Bookings**

To receive update on Beacon Hall bookings and to follow-up on any related items raised at the April Full Council meeting in relation to the Covid-secure re-opening of Beacon Hall.

**F&A150 – 27/04/2021      Tree Survey and Tree Works**

To receive an update on the actions and works relating to the tree surveys.

**F&A151 – 27/04/2021      Review of New Actions**

To review that any actions generated from the meeting have been correctly captured on the Actions Register/Planner.

**F&A152 – 27/04/2021      Date and Time of Next Meeting & Future Agenda Items**

The date of the next Finance & Amenities Committee meeting is to be determined.